

W E L C O M E T O
CONNECT





DSS For Beginners



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Introduction

Today, we'll cover...

- What is Business Analytics?
- Getting Started
- Anatomy of a Pivot Table
- Lab Segment

What is Business Analytics?

- Business Analytics is a DSS (Decision Support Software) tool that we offer along with New World ERP.
- Accessed through Microsoft Excel's Analysis Services feature
- Users create pivot tables to slice up their New World data

Benefits of Business Analytics

- With Business Analytics, a user can create virtually any report that they want using their New World data
- This report does not have the layout limitations that the canned reports in New World ERP have
- Reports can be set up to contain only desired pieces of data
- Many different data filters can be applied at the same time to provide very specific information

What You'll Need

- Microsoft Excel, or another spreadsheet program that offers analysis services and pivot tables
- Understanding of how to construct and modify a pivot table
- Familiarity with the New World data that you wish to work with

Anatomy of Business Analytics Data

- New World data is grouped into cubes, which are clusters of interconnected activity data focused on a particular module
- Most modules within each of the main New World ERP areas have their own cubes, such as Accounts Payable, Purchasing, Revenue Collections, and more.
- Cubes are versatile, but there are still logical limitations on what data can be connected together.

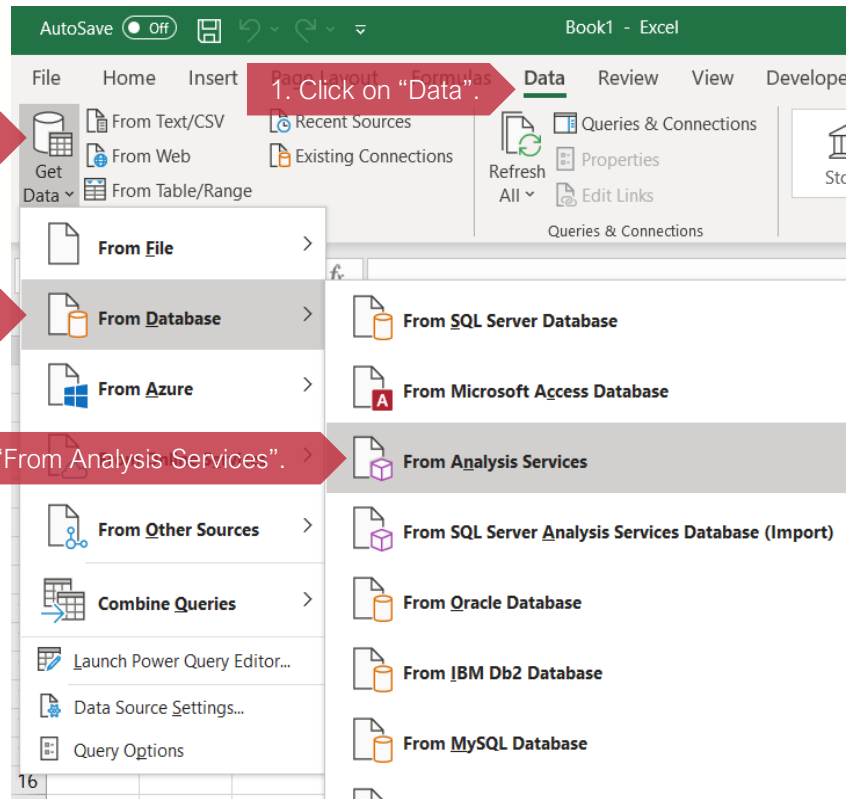
Getting Started

Creating a Connection

2. Click on "Get Data".

3. Click on "From Database".

4. Choose "From Analysis Services".



Creating a Connection

Recent Sources
Existing Connections

Refresh
All

Queries & Connections
Properties
Edit Links

Stocks
Geography

Sort
Filter
Advanced

Clear
Reapply

Text to Columns

Data Connection Wizard

Connect to Database Server

Enter the information required to connect to the database server.

1. Server name:

2. Log on credentials

Use Windows Authentication

Use the following User Name and Password

User Name:

Password:

Cancel < Back Next > Finish

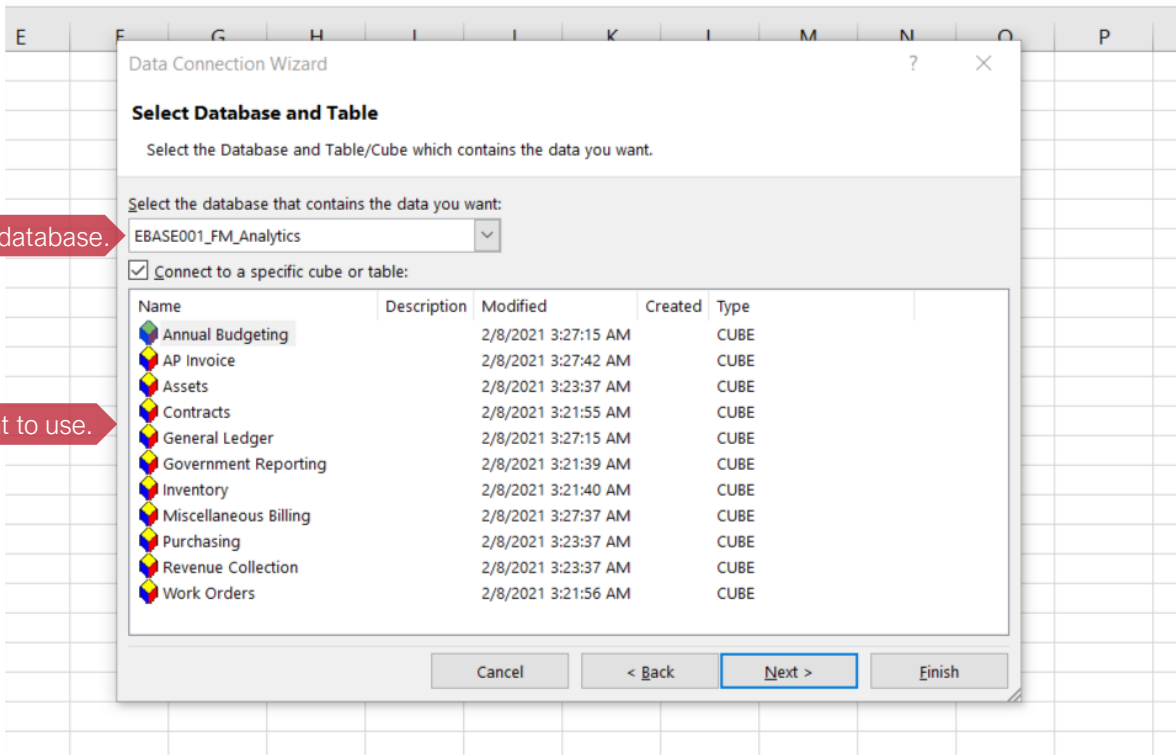
1. Enter your database server.

2. Enter logon credentials.

Choosing a Cube

1. You may need to choose a database.

2. Choose the cube you want to use.



Saving Your Connection

Data Connection Wizard

Save Data Connection File and Finish

Enter a name and description for your new Data Connection file, and press Finish to save.

File Name:

Save password in file

Description:
(To help others understand what your data connection points to)

Friendly Name:

Search Keywords:

Always attempt to use this file to refresh data

Excel Services:

1. Name your connection.

2. Click "Finish".

Choosing Pivot Table Position

Import Data

Select how you want to view this data in your workbook.

Table

PivotTable Report

PivotChart

Only Create Connection

Where do you want to put the data?

Existing worksheet:

New worksheet

Add this data to the Data Model

1. Choose the desired start cell for the pivot table. →

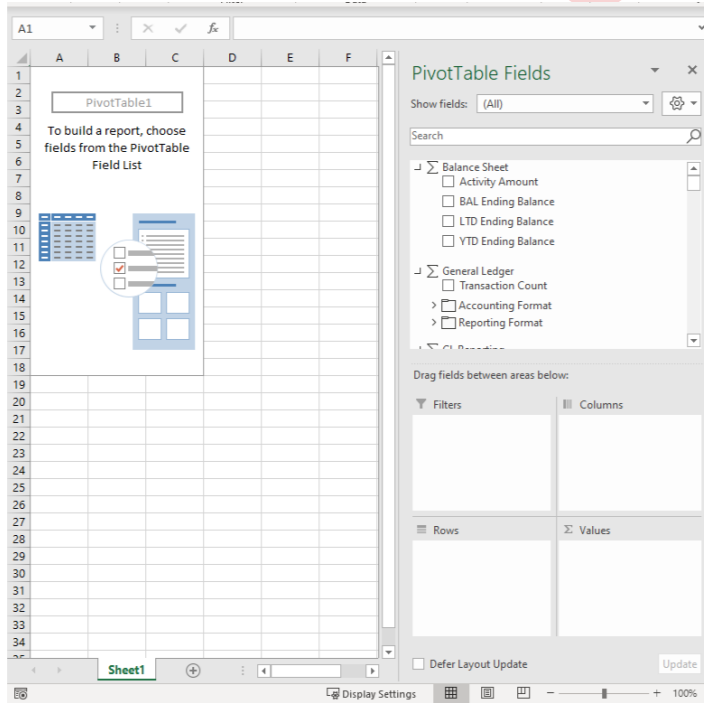
=A\$1

2. Click "OK". →

OK Cancel

Anatomy of a Pivot Table

Main Elements of Pivot Table Editing



To edit your pivot table, click into the pivot table's area on the worksheet. The PivotTable Fields panel will appear on the right.

As you add fields to your table, it will resize itself on the worksheet to accommodate the columns and rows it needs.

Pivot Table Filters

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Transaction Count	Actual Amount
101.1010 - Cash	3,820	(41,491,626.82)
101.1012 - Payroll Bank Account	1	(5.00)
101.1030.02 - Change Funds Police	1	100.00
101.1030.10 - Change Funds Special Events	6	(3,255.00)
101.1050 - First American Money Market	25	(2,124,294.78)
101.1060 - Investments	15	(12,882,838.05)
101.1100 - Accrued Interest - Investments	17	(109,195.64)
101.1200 - Taxes Receivable - Unremitted	19	0.00
101.1220 - Taxes Receivable - Delinquent	13	318,204.08
101.1234 - Dummy Account	6	1.00
101.1260 - Special Assessment - Current	338	116,372.57
101.1262 - Special Assessment - Unremitted	34	0.00
101.1264 - Special Assessment - Delinquent	310	17,140.22
101.1265 - Special Assessment - Deferred	78	7,710.72
101.1300.01 - Accounts Receivable Miscellaneous Billing	3	2,840.00
101.1300.05 - Accounts Receivable Other Receivable	2,871	55,258.18
101.1300.08 - Accounts Receivable Credit Card Clearing Account	1	138,170.49
101.1300.13 - Accounts Receivable	70	(9,050.50)
101.1400 - Due from Other Governments	15	(219,959.87)
101.1440 - Due from other funds (GASB 34)	62	0.00
101.1524 - Postage Meter	154	(108,986.99)
101.1600 - Prepaid Items	261	(141,844.89)
101.1605 - Prepaid Postage	55	(388,065.87)
101.1610 - Prepaid Insurance	216	0.00
101.1670 - Advances to Other Funds	2	(1,583,901.67)
101.1920 - Notes Receivable, Long-Term	4	(33,775.00)
101.2002 - Accounts Payable	230	399.00
101.2002.01 - Accounts Payable other	54	(3,766.96)
101.2004.01 - Suspense General	1	45.00

Annotations in the image:

- A red arrow points to the PivotTable Fields task pane, labeled "Filter fields".
- A red arrow points to the "Sub Ledger" and "Process Status" filters in the PivotTable, labeled "Filter fields added to pivot table".

Filters allow you to narrow down the presented data to activity that matches the filtered characteristics.

Fields added as Filters will appear above the main PivotTable with dropdown menus in adjacent cells.

Pivot Table Filters

You can search for specific items.

Expand "All".

Check the desired items to filter to.

You can filter on multiple desired items.

Search Sub Ledger

- All
 - Accounts Payable
 - Annual Budget
 - Asset Management
 - Bank Reconciliation
 - General Ledger
 - Licensing
 - Miscellaneous Billing
 - None

Select Multiple Items

OK Cancel

Pivot Table Rows

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Transaction Count	Actual Amount
101.1010 - Cash	3,820	(41,491,626.82)
101.1012 - Payroll Bank Account	1	(5.00)
101.1030.02 - Change Funds Police	1	100.00
101.1030.10 - Change Funds Special Events	6	(3,255.00)
101.1050 - First American Money Market	25	(2,124,294.78)
101.1060 - Investments	15	(12,882,838.05)
101.1100 - Accrued Interest - Investments	17	(109,195.64)
101.1200 - Taxes Receivable - Unremitted	19	0.00
101.1220 - Taxes Receivable - Delinquent	13	318,204.08
101.1234 - Dummy Account	6	1.00
101.1260 - Special Assessment - Current	338	116,372.57
101.1262 - Special Assessment - Unremitted	34	0.00
101.1264 - Special Assessment - Delinquent	310	17,140.22
101.1265 - Special Assessment - Deferred	78	7,710.72
101.1300.01 - Accounts Receivable Miscellaneous Billing	3	2,840.00
101.1300.05 - Accounts Receivable Other Receivable	2,871	55,258.18
101.1300.08 - Accounts Receivable Credit Card Clearing Account	1	138,178.49
101.1300.13 - Accounts Receivable DMV Transactions	2	37.75
101.1400 - Due from Other Governments	76	(6,050.50)
101.1440 - Due from Other Funds	15	(219,959.87)
101.1444 - Due from other funds (GASB 34)	62	0.00
101.1524 - Postage Meter	154	(108,986.99)
101.1600 - Prepaid Items	261	(141,844.89)
101.1605 - Prepaid Postage	25	(309,083.55)
101.1610 - Prepaid Insurance	2	(1,000.00)
101.1670 - Advances to Other Funds	2	(3,983,901.67)
101.1920 - Notes Receivable, Long-Term	4	(33,775.00)
101.2002 - Accounts Payable	230	399.00
101.2002.01 - Accounts Payable other	54	(3,766.96)
101.2004.01 - Suspense General	1	45.00
101.2004.04 - Suspense Credit Cards	1	(3.00)

The 'PivotTable Fields' task pane on the right shows the following configuration:

- Filters: Sub Ledger, Process Status
- Columns: Values
- Rows: GL Account
- Values: Transaction Count, Actual Amount

A red arrow points to the 'GL Account' field in the Rows area, with the text 'Rows added to pivot table'.

Add rows to your pivot table by checking the box next to a pivot table field or by dragging it into the Rows box.

In the shown example, GL accounts are the content for each row, so each possible GL account has its own row, and shows all of the Values data related to it.

Pivot Table Rows – Multiple Rows

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable Fields task pane is open on the right, showing the hierarchy of fields used for the rows. The fields are organized as follows:

- Organization Set
 - Organization Set.Org Function
 - Organization Set.Organization
 - Concatenated Levels
 - Offsetting GL Org Set
 - Transparency
 - More Fields
- Project
 - Project Level Codes and Descriptions

The PivotTable data is as follows:

Organization Set	Organization Set.Organization	Transaction Count	Actual Amount
307-70.7205	Debt Professional Services	3	(5,085.00)
307-70.7207	Debt Bank Charges	1	0.00
308	2002 Improvement Bond		
308.1264	Special Assessment - Delinquent	95	0.00
308.1265.01	Special Assessment - Deferred SA	347	0.00
308.1265.03	Special Assessment - Deferred Senior Citizen	18	0.00
308.1265.04	Special Assessment - Deferred SA	2	0.00
308.1268	Special Assessment-City Property	36	0.00
308.2515	Deferred Rev-Special Assessments	451	0.00
308.4060	Current Special Assessments	200	(92,957.85)
308.4062	Delinquent Special Assessments	58	(3,980.00)
308.4064	Prepaid Special Assessments	141	(28,693.67)
308.4066	Specials Penalties & Interest	23	(49,167.04)
308.4067	Special Assessment Service Fee	23	(837.00)
309	2004 Improvement Bond		
309.1010	Cash	1	3,020.94
309.1050	First American Money Market	1	(427.62)
309.1060	Investments	1	(2,593.32)
309.1260	Special Assessment - Current	4	0.00
309.1264	Special Assessment - Delinquent	60	128.46
309.1265.01	Special Assessment - Deferred SA	137	238,728.78
309.1265.03	Special Assessment - Deferred Senior Citizen	14	16,279.89
309.1268	Special Assessment-City Property	12	24,920.00
309.2515	Deferred Rev-Special Assessments	200	(280,057.13)
309.4060	Current Special Assessments	62	(204,019.51)
309.4062	Delinquent Special Assessments	36	(18,047.21)
309.4064	Prepaid Special Assessments	73	(111,877.08)
309.4066	Specials Penalties & Interest	12	(80,067.71)
309.4067	Special Assessment Service Fee	23	(837.00)
310	2005 Improvement Refunding Bond		
310.1264	Special Assessment - Delinquent	79	1,149.83
310.1265.01	Special Assessment - Deferred SA	492	12,291.60
310.1268	Special Assessment-City Property	35	3,599.75
310.2515	Deferred Rev-Special Assessments	574	(17,041.18)

If you have selected more than one field for your Rows field group, the data will be broken down and presented in hierarchical format.

In the example, we have broken the data down by Organization Set first, and within that, each GL account belonging to that organization set.

Pivot Table Values

The screenshot shows a PivotTable with the following data:

Row Labels	Transaction Count	Actual Amount
101 General	64,774	(6,036,082.38)
101.1010 - Cash	3,800	(1,000.00)
101.1012 - Payroll Bank Account	1	100.00
101.1030.02 - Change Funds Police	6	(3,255.00)
101.1030.10 - Change Funds Special Events	25	(2,124,294.78)
101.1050 - First American Money Market	15	(12,882,838.05)
101.1060 - Investments	17	(109,195.64)
101.1100 - Accrued Interest - Investments	19	0.00
101.1200 - Taxes Receivable - Unremitted	13	318,204.08
101.1220 - Taxes Receivable - Delinquent	6	1.00
101.1234 - Dummy Account	338	116,372.57
101.1260 - Special Assessment - Current	34	0.00
101.1262 - Special Assessment - Unremitted	310	17,140.22
101.1264 - Special Assessment - Delinquent	78	7,710.72
101.1265 - Special Assessment - Deferred	3	2,840.00
101.1300.01 - Accounts Receivable Miscellaneous Billing	2,871	55,258.18
101.1300.05 - Accounts Receivable Other Receivable	1	138,178.49
101.1300.08 - Accounts Receivable Credit Card Clearing Account	2	37.75
101.1300.13 - Accounts Receivable DMV Transactions	76	(6,050.50)
101.1400 - Due from Other Governments	15	(219,959.87)
101.1440 - Due from Other Funds	62	0.00
101.1444 - Due from other funds (GASB 34)	154	(108,986.99)
101.1524 - Postage Meter	261	(141,844.88)
101.1600 - Prepaid Items	55	0.00
101.1605 - Prepaid Postage	216	0.00
101.1610 - Prepaid Insurance	2	(1,583,901.67)
101.1670 - Advances to Other Funds	4	(33,775.00)
101.1920 - Notes Receivable, Long-Term	230	399.00
101.2002 - Accounts Payable	54	(3,766.96)
101.2002.01 - Accounts Payable other	1	0.00

Callouts in the image:

- Value columns:** Points to the 'Transaction Count' and 'Actual Amount' columns.
- Value groups:** Points to the 'Transaction Count' and 'Actual Amount' headers in the PivotTable Fields task pane.
- Select your value fields:** Points to the 'Transaction Count' and 'Actual Amount' fields in the Values area of the PivotTable Fields task pane.

Value fields contain the numerical data that an average user will likely want to report on.

Most frequently, value fields contain dollar amounts in the FM cubes, or in some cases, total transaction counts.

Only fields inside the Σ (Sigma) Value groups can be set as Values.

Pivot Table Columns

Value columns

Value groups

Select your value fields.

Row Labels	Transaction Count	Actual Amount
101 General	64,774	(6,036,082.38)
101.1010 - Cash	3,820	(191,626.82)
101.1012 - Payroll Bank Account	1	0.00
101.1030.02 - Change Funds Police	1	100.00
101.1030.10 - Change Funds Special Events	6	(3,255.00)
101.1050 - First American Money Market	25	(2,124,294.78)
101.1060 - Investments	15	(12,882,838.05)
101.1100 - Accrued Interest - Investments	17	(109,195.64)
101.1200 - Taxes Receivable - Unremitted	19	0.00
101.1220 - Taxes Receivable - Delinquent	13	318,204.08
101.1234 - Dummy Account	6	1.00
101.1260 - Special Assessment - Current	338	116,372.57
101.1262 - Special Assessment - Unremitted	34	0.00
101.1264 - Special Assessment - Delinquent	310	17,140.22
101.1265 - Special Assessment - Deferred	78	7,710.72
101.1300.01 - Accounts Receivable Miscellaneous Billing	3	2,840.00
101.1300.05 - Accounts Receivable Other Receivable	2,871	55,258.18
101.1300.08 - Accounts Receivable Credit Card Clearing Account	1	138,178.49
101.1300.13 - Accounts Receivable DMV Transactions	2	37.75
101.1400 - Due from Other Governments	76	(6,050.50)
101.1440 - Due from Other Funds	15	(219,959.87)
101.1444 - Due from other funds (GASB 34)	62	0.00
101.1524 - Postage Meter	154	(108,986.99)
101.1600 - Prepaid Items	261	(141,844.89)
101.1605 - Prepaid Postage	55	0.00
101.1610 - Prepaid Insurance	216	0.00
101.1670 - Advances to Other Funds	2	(1,583,901.67)
101.1920 - Notes Receivable, Long-Term	4	(33,775.00)
101.2002 - Accounts Payable	230	399.00
101.2002.01 - Accounts Payable other	54	(3,766.96)

The Columns field group box will, by default, just show the Values that have been assembled in the Values box.

Pivot Table Columns

Value columns

Value groups

Select your value fields.

Row Labels	Transaction Count	Actual Amount
101 General	64,774	(6,036,082.38)
101.1010 - Cash	3,325	(1,491,026.50)
101.1012 - Payroll Bank Account	1	100.00
101.1030.02 - Change Funds Police	6	(3,255.00)
101.1030.10 - Change Funds Special Events	25	(2,124,294.78)
101.1050 - First American Money Market	15	(12,882,838.05)
101.1060 - Investments	17	(109,195.64)
101.1100 - Accrued Interest - Investments	19	0.00
101.1200 - Taxes Receivable - Unremitted	13	318,204.08
101.1220 - Taxes Receivable - Delinquent	6	1.00
101.1234 - Dummy Account	338	116,372.57
101.1260 - Special Assessment - Current	34	0.00
101.1262 - Special Assessment - Unremitted	310	17,140.22
101.1264 - Special Assessment - Delinquent	78	7,710.72
101.1265 - Special Assessment - Deferred	3	2,840.00
101.1300.01 - Accounts Receivable Miscellaneous Billing	2,871	55,258.18
101.1300.05 - Accounts Receivable Other Receivable	1	138,178.49
101.1300.08 - Accounts Receivable Credit Card Clearing Account	2	37.75
101.1300.13 - Accounts Receivable DMV Transactions	76	(6,050.50)
101.1400 - Due from Other Governments	15	(219,959.87)
101.1440 - Due from Other Funds	62	0.00
101.1444 - Due from other funds (GASB 34)	154	(108,986.99)
101.1524 - Postage Meter	261	(141,844.88)
101.1600 - Prepaid Items	5	0.00
101.1605 - Prepaid Postage	2	(1,583,901.67)
101.1610 - Prepaid Insurance	4	(33,775.00)
101.1670 - Advances to Other Funds	230	399.00
101.1920 - Notes Receivable, Long-Term	54	(3,766.96)
101.2002 - Accounts Payable		
101.2002.01 - Accounts Payable other		

PivotTable Fields

Show fields: (All)

Search

Balance Sheet

- Activity Amount
- BAL Ending Balance
- LTD Ending Balance
- YTD Ending Balance

General Ledger

- Transaction Count
- Accounting Format
 - Actual Amount
 - Adopted Budget

Drag fields between areas below:

Filters

- Sub Ledger
- Process Status

Columns

- Σ Values

Rows

- Σ Values
 - Transaction Count
 - Actual Amount

Defer Layout Update Update

The Columns field group box will, by default, just show the Values that have been assembled in the Values box.

Pivot Table Columns – Subdividing Values Data

The screenshot shows a PivotTable with the following structure:

Row Labels	Calendar 2018 Transaction Amount	Total Quantity	Calendar 2019 Transaction Amount	Total Quantity	Calendar 2020 Transaction Amount	Total Quantity	Total Transaction	Total Total Quantity
None								
10 STAR HOME BUILDERS LLC	(1,390.00)	.00	(100.00)	.00	(999,999.00)	.00	(1,001,489.00)	.00
None								
Bobby's Business					4,600.00	6,000.00	4,600.00	6,000.00
Tim's Tats					500.00	5.00	500.00	5.00
None								
3211921410008								
LODEL	0.00	1.00	0.00	1.00			0.00	2.00
None								
PAVCIK, LEROY & CONNIE-8232					30.00	1.00	30.00	1.00
None								
PIT STOP #12			0.00	21.00			0.00	21.00
None								
3211921340022								
LOUISIANA VILLA APARTMENTS					10.00	1.00	10.00	1.00
None								
1411921210025								
NELSON PROPERTY MGT - 2341 WIGHT BAY N					0.00	2.00	0.00	2.00
None								
10002								
1411921340023								
MAPCO #1265			0.00	11.00			0.00	11.00
None								
2011921420062								
VACHA, STEVEN					31.00	2.00	31.00	2.00

The PivotTable Fields task pane on the right shows the following configuration:

- Filters: Process Status
- Columns: Transaction Date.Calendar, Values
- Rows: License Number, Parcel, Licensee Business
- Values: Transaction Amount, Total Quantity

Additional fields can be added to the Columns box.

This subdivides out the Values into separate groups of columns for each possible result of the chosen additional fields.

The example shows individual values sets for 2018, 2019 and 2020.

Lab Segment



Your feedback is important



CONNECT

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- We use your input to guide content for future sessions and to improve our presentations